



Appropriations Request Checklist

Have This Information Ready Before You Fill Out A Request

- ☐ Organization Name
- ☐ Legal Entity Receiving Funds (if different)
- ☐ Project Name
- ☐ Contact Name
- ☐ Contact Address
City, State, Zip Code
- ☐ Contact Phone Number
- ☐ Contact Fax Number (Optional)
- ☐ Contact Mobile Phone Number (Optional)
- ☐ Contact E-mail Address
- ☐ Provide a brief description of the overall project for which you are requesting funds.
Be sure to describe clearly the specific activities that the requested funds would cover, not only the general goal of your organization. Also, provide a one sentence statement of the purpose of the project. (Do not exceed 3-5 sentences)
- ☐ Provide a statement explaining how this project is an appropriate use of taxpayer funds.
- ☐ What amount of federal funding are you requesting for this project in FY 2011?
(Your request should not exceed the amount that will be used in one year.) You should keep in mind that each House Appropriations Subcommittee sets different limits on how much can be requested for a single project and amounts may vary from year to year.
- ☐ How do you propose to use the federal funds you are requesting?
*Example:
Salary - \$40,000; computer purchase - \$3,000;
training - \$500 TOTAL -\$43,500
Please check to ensure totals add correctly!*
- ☐ What is your organization's annual operating budget? What are your organization's primary sources of funding?
- ☐ If you are required to obtain local matching funds, what sources have you identified?
(You should be aware that some House Appropriations Subcommittees require local matching funds, some as high as 1-to-1, meaning, for every federal dollar received, one local dollar must be raised from non-federal funds.)
- ☐ Has the potential recipient received Federal funding from any agency in the past five years?
If yes, specify from which federal agency the organization has received funding.
- ☐ If the organization or proposed project has received a federal earmark appropriation in the past five years, please include: (a) the Congressional office that submitted the request, (b) the requested amount, (c) the appropriations subcommittee to which the request was submitted, (d) and, if known, the appropriations account specified in the request.
- ☐ Are you requesting funds from another Congressional office for FY 2011?
If yes, what office(s)?

Fill Out The Form At: <http://forms.house.gov/ellison/fy2011.html>

Questions? Please Call Stephanie Maddin at 202-225-4755